

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Paralegal**

**Fraud & Consumer Protection Division, New Castle County**

**Opening Date: April 4, 2018**

**Closing Date: April 24, 2018**

**Job Responsibilities and Duties:** The Paralegal position within the Consumer Protection Unit (“CPU”) for the Delaware Department of Justice, Fraud & Consumer Protection Division, New Castle County serves as investigation and litigation support for Deputy Attorneys General (“DAG”) and Special Investigators (“SI”) within the CPU.

A CPU Paralegal is a member of a case team, typically composed of a DAG, an SI and a paralegal, that work together to conduct investigations into violations of Delaware’s Consumer Fraud Act, Deceptive Trade Practices Act, or one of the 40 other civil laws that CPU enforces, as well as certain criminal offenses including home improvement fraud and embezzlement. This position requires someone with capabilities to manage large, complex and dynamic caseloads.

The Paralegal is responsible for maintaining a case file, preparing memoranda of facts for the case team, managing large volumes of case documents, drafting certain litigation documents and pleadings, preparing discovery responses, managing a tickler system for all relevant deadlines, corresponding with consumers, opposing counsel, law enforcement officers, court personnel, colleagues, and members of the public, and e-filing with all Delaware courts. The Paralegal should possess familiarity with both civil and criminal procedures and local rules. The position also requires strong or working knowledge of Microsoft Office Suite, Justware (or other case management program), DELJIS, File & ServeXpress, Westlaw, Adobe Acrobat Professional, and Concordance (or another document review platform). An ideal candidate will also possess strong written and communication skills with the ability to communicate clearly with various stakeholders, opposing parties, and members of the bar and the general public.

As a member of CPU, the Paralegal will also have the opportunity to engage with the public during certain outreach events where CPU staff educates and provides useful consumer rights materials and information to the public. These events are eligible for compensatory time where the event occurs outside of normal DOJ business hours, with prior approval.

An ideal candidate will have at least five years of civil and/or criminal litigation support experience and a paralegal degree or professional certification.

**Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources.

**External Applicants:** In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

**OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.**